

Office of School Improvement Field Services Unit

01/12/04

On Site Review Process Overview

District Selection

- Volunteer
- Rotational cycle
- Need

Initial Contact with District

- Personal visit planned as needed to outline preparation at district and building level

Preparation Phase

by District

- Select team leader
- Conduct preparation meeting (suggested checklist provided)
- Conduct a building meeting to prepare, involve everyone

by MDE

- Work with district in preparation
- Provide technical assistance as required during preparation phase

Agenda Established for On Site Visit

- Beginning/ending time of review
- Participants to attend and length of required attendance
- Sites to be visited
- Exit meeting

Local District Submits Materials to MDE

- Copy of the school improvement plan
- Copy of the district plan, if amended since the approval of the consolidated application
- Consensus school program study guide document and district consensus study guide
- A list of staff funded by each program, including name, position and FTE, organized by school
- A copy of the annual report/report card

On Site Review Day

- Follow pre-arranged agenda
- Review materials
- Visit sites
- Discuss information as a team
- Conduct exit meeting

District Receives Written Report

- If change is required, the consultant meets with the district to assist with plan for change